



# JOB OPPORTUNITY

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**Announcement Number:** 07-015 AMENDMENT #1: To extend the Closing Date. (Applicants who applied under 06-465 must re-apply to receive consideration under this announcement).

**Position Title:** Printer Proofreader

**Series and Grade:** KI-4403-00

**Salary Range:** \$30.15 PH Plus 10% Night Rate when applicable

**Promotion Potential:** None

**Opening Date:** 01/10/07

**Closing Date:** 02/12/07

**Location of Position:** Production Department, Pre-Press Division, Proof and Copy Mark-up Section, WASHINGTON, DC

**Number of Openings:** Multiple

**Type of Appointment:** Permanent

**Work Schedule:** Full-time, Various shifts

**Who May Apply:** All U.S Citizens

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

The incumbent proofreads both straight and tabular matter to detect and mark all typographical, spelling, and style errors using standard proofreader marks and the Government Printing Office (GPO) Style Manual and procedures. Also, the incumbent revises galley corrections and page proofs, physically and/or electronically prepares copy for typesetting in accordance with GPO style and procedures. Proofreaders must meet existing GPO standards for quality and quantity. Performs other related duties as assigned.

## **QUALIFICATIONS NEEDED:**

Applicants must meet the following screen out element to be considered eligible for this position: ***Ability to do the work of a Printer Proofreader with normal supervision.*** To meet this screen out, applicants must have completed a formal, recognized printing apprenticeship; or possess substantially equivalent practical experience in the composing trade. In addition, applicants must have subsequent journey person experience in reading book, newspaper, or magazine proof for publication or general distribution. Applicants' journey person experience must have provided them knowledge of printing composition technology, processes, and terminology, skill in using and interpreting standard proofreader marks, and skill in using personal computers and software related to the proofreading trade.

Applicants **are urged** to provide in the application package their total experience relating to reading proofs, giving specific examples of the kinds of material read and describing in sufficient detail their

responsibilities in proofreading work (include length and percentage of time), and training (include length of time), which apply to each of the job elements listed below.

Applicants who meet the qualifications described above must take an approved Office of Personnel Management (OPM) examination on Saturday, **March 10, 2007** in Washington, DC. Other test dates and locations may be offered at a later date. Performance on this examination will determine candidates' ranking for selection.

This recruitment will be used to fill vacancies for at least 6-months, but may be extended an additional six months for a total of one year, depending on the needs of the operation. Test scores are good for 1 year from the date of the test. All applicants will be notified in writing of their test score results and of the consideration given to their application.

Applicants who received a passing score on the September 16<sup>th</sup>, 2006 test may choose to re-take the test to obtain a higher score or apply with their previous score results. For applicants who choose to re-take the test, their highest test score will be considered.

**NOTE:** Shift assignments will be made based on the needs of the Office. New hires will be assigned to Shift 1 (7:30 a.m. – 4:00 p.m.) for up to 3 months for orientation. Following the orientation period, new hires may be reassigned to other shifts.

#### **HOW YOU WILL BE EVALUATED:**

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

You should submit separate narrative response statements for each job element with your application package.

#### **Job Elements for this position:**

1. Ability to do the work of a Printer Proofreader with Normal Supervision. **(SCREEN OUT)**  
Describe experience and training you have had that demonstrates your ability to work independently as a Proofreader. Please give specific examples detailing the kinds of instructions you receive(d) from your supervisor in performing proofreading duties and your level of independence.
2. Skill in using printing composition technology, processes and terminology.
3. Skill in using and interpreting standard proofreader marks, GPO style manual, and accepted trade practices.
4. Ability to recognize and investigate erroneous printed information with research tools commonly used by proofreaders.
5. Knowledge of printing typefaces and layouts.
6. Ability to operate a personal computer and software applications applicable to the proofreader

trade. (Please provide a description of the specific software you have used and what proofreading activities you have performed with a personal computer.)

### **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

### **STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran’s preference, you must also attach an SF-15 “Application for 10-Point Veterans’ Preference” plus the proof required by that form. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information please contact:**

Human Capital Department  
HR Operations  
Derika F. Ferdinand  
Phone: (202) 512-1308  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees will be required to pass a physical, eye examination, background check, and drug test prior to appointment. Physicals and eye exams are provided onsite at GPO. The GPO will not pay for off-site physical/eye examinations. The GPO may pay relocation expenses.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**